

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD
Monday, December 16, 2024

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Supervisor Robby Fischer called the regular meeting to order at 6:00 p.m.
The Board and those in attendance recited the Pledge of Allegiance

MEMBERS PRESENT: Supervisor Robby Fischer, Clerk Wanda Kolb, Treasurer Mary Long,
Trustee Tom Hall, Trustee Jim Huovinen

ABSENT: None

AGENDA ADDITIONS/APPROVAL: Motion by Tom, seconded by Jim to approve the agenda as
written. Motion passed unanimously.

CONSENT AGENDA APPROVAL:

- Motion by Jim, seconded by Tom to approve the minutes of the November 18, 2024
Regular Meeting and December 10, 2024 Special Meeting regarding the 2025-2026 budget.
Motion passed unanimously.
- The Treasurer's Report was approved by roll call vote and passed unanimously.
- The payment of bills was approved by roll call vote and passed unanimously.

BUDGET AMENDMENTS:

A budget amendment is to be made to the Cemetery Fund: add \$87.60 to supplies.

A budget amendment is to be made to the park fund: add \$646.28 to supplies.

Budget amendments are to be made to the General Fund: #191702 election wages, add
\$784.00. #191715 FICA add #23.27. Motion by Robby, seconded by Jim to approve the budget
amendments. Motion passed unanimously.

CORRESPONDENCE:

1. Letter to community: A letter to the community was written and sent to all residents asking
if anyone would be interested in the clerk or treasurer's township jobs.
2. Annexation/consolidation: Robby reported on the Keweenaw County Township Supervisor
meeting which he attended. The supervisors were made aware of our problem with no
treasurer or clerk and are willing to help as able. Annexation/consolidation was discussed.
Wanda distributed handouts from our legislators and County Prosecuting Attorney related to
the consolidation issue.
3. Bureau of Election: The BOE has indicated that the Electronic Pole Book must be updated
to Windows 11 prior to the next election. This should be done by the clerk or designee
prior to any upcoming election.
4. Board of Review Training: No training is needed for Elaine Hall or Dave Schumacher who
received training in 2024. The two new members once named will need to attend training
this year. They will be provided with the training information.

- MIOSHA has sent a “Notice of Recordkeeping Requirements for 2025”. They indicate in their communication that a Survey regarding Occupational Injuries will be sent out in January 2025.

NEW BUSINESS:

- Clerk, Treasurer and Related Issues: Robby reported that two individuals: Leslie Fischer and Julie Hamilton have agreed to be appointed as Clerk and Treasurer. They are both residents of Houghton Township. Mel Jones has agreed to be the deputy clerk and will resume most of the duties of the clerk. Mel has worked with quick books, has done payroll and bill paying in the past. Julie Neuman has agreed to be the deputy treasurer and will resume most of the duties of treasurer. Julie is the Treasurer for Allouez township and has 12 years of experience as treasurer. Robby thanked those involved in this transition. Julie, Leslie and Mel were all present.
- Adopt poverty guidelines. Motion by Wanda, seconded Robby to adopt the following poverty guidelines. Motion passed unanimously.

Size of family unit	Poverty Guidelines
1.	\$15,060
2.	\$20,440
3.	\$25,820
4.	\$31,200
5.	\$36,580
6.	\$41,960
7.	\$47,340
8.	\$52,720
For each additional person	\$5,380

- Resignation of Water Billing Person and Webmaster. Motion by Robby, seconded Jim to accept the resignation of Mary Long, Water Billing Person and Wanda Kolb, Webmaster with regret and appreciation effective 12-31-2024. Motion passed unanimously.
- LEO Grant for Community Center: Linda Paradiso indicated she would be willing to investigate and apply for this grant on behalf of the Township. Motion by Wanda, seconded Jim to have Linda Paradiso investigate and apply for the grant if appropriate. Motion passed unanimously.
- Name Park Supervisor: Dan Steck has agreed to the volunteer role of Park Supervisor. Motion by Robby, seconded Jim to have Dan Steck be named the Park Supervisor. Motion passed unanimously.
- Name Board of Review: Elaine Hall and Dave Schumacher have agreed to be on the Board of Review. A third member is required and a 4th is needed as an alternate. Jim Huovinen was asked to contact residents in order to name two additional members. He will report back at the special meeting on December 20 at 11:30 am.

DEPARTMENT REPORTS

- Assessing: Mark Erhart. Not present. Report read. Motion by Robby, seconded Jim to accept Mark Erhart’s report. Motion passed unanimously.

- Water Department: Mel Jones reported water testing all good. No issues. Mel will read the meters early this month so that Mary will be able to do the water billing prior to the end of the month. Mel will observe and will continue to do the water billing until/if someone else is hired.
- Cemetery: Wanda: No report
- Elections: Wanda: Wage expense for the general election early voting has been submitted to the county clerk: \$816. Both the reimbursement for early voting for the Presidential Primary and August primary has been received.
- General Maintenance: Nothing to report
- Park: A swing set for young children and a sand box has been ordered and they will be assembled in the spring/summer.

UNFINISHED BUSINESS

Regarding the unfinished business including Capital Improvement Plan Update, Deer Park Cleanup, Dumpster relocation and Bridge Evaluation: Robby stated that nothing will be done until our biggest problem which involves staffing the board is resolved and annexation/consolidation expense is known.

Motion by Robby Fischer seconded Jim Huovinen to cancel the transfer of funds in the amount of \$5,000 from the General Fund to the Bridge Fund. The load test is not to proceed as indicated at the November meeting. Motion passed unanimously;

PUBLIC COMMENT: None

ADJOURNMENT: the meeting was adjourned at 6:40 p.m.

Next special meetings: December 20, 2024 11:30 a.m. to name the two additional Board of Review members and January 3rd 1 pm to vote to appoint the new Treasurer and Clerk and Deputy Treasurer and Clerk.

Next regular meeting – January 20, 2024 at 6:00 p.m.

Wanda Kolb, Clerk
Houghton Township

CERTIFICATION

I, the undersigned, Wanda Kolb, the appointed Clerk for the Township of Houghton, Keweenaw County, Michigan, DO CERTIFY that the foregoing is a true and complete copy of the certain proceedings taken by the Township Board of said Township at a regular board meeting held on the 16th day of December, 2024.

Wanda Kolb, Clerk, Houghton Township

